

Message

From: CN=Tina Harrison/OU=DC/O=USEPA/C=US [CN=Tina Harrison/OU=DC/O=USEPA/C=US]
Sent: 4/12/2012 7:12:55 PM
To: CN=Doretta Reaves/OU=DC/O=USEPA/C=US@EPA
CC: CN=Scott Fraser/OU=DC/O=USEPA/C=US@EPA; CN=Sherry Stewart/OU=DC/O=USEPA/C=US@EPA; N=Sherry Stewart/OU=DC/O=USEPA/C=US@EPA
Subject: Re: Sportsmen for Bristol Bay Event with Administrator on April 16, 2012
Attachments: Green Room Request.docx

You are quite welcome.

Please find the attached packet and you can complete the Facilities Request Form and Diagram and email back to me and I will make sure that this is set-up on time.

Tina Marie Harrison
Facility Manager, Ariel Rios North & South
U.S. Environmental Protection Agency
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E. harrison.tina@epa.gov

From: Doretta Reaves/DC/USEPA/US
To: Tina Harrison/DC/USEPA/US@EPA
Cc: Scott Fraser/DC/USEPA/US@EPA, Sherry Stewart/DC/USEPA/US@EPA
Date: 04/12/2012 01:14 PM
Subject: Sportsmen for Bristol Bay Event with Administrator on April 16, 2012

Thank you so much Tina.

Doretta

Doretta M. Reaves
Special Assistant to the
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From: Tina Harrison/DC/USEPA/US
To: Sherry Stewart/DC/USEPA/US@EPA
Cc: Scott Fraser/DC/USEPA/US@EPA, Doretta Reaves/DC/USEPA/US@EPA

Date: 04/12/2012 01:13 PM

Subject: Re: Sportsmen for Bristol Bay Event with Administrator on April 16, 2012

Good afternoon Sherry.

I have confirmed that this event has been APPROVED.

I will need a diagram for room setup. I will email you the packet if you don't have one.

Please note that the microphones must be requested through Office of Multimedia (Ron Slotkin), as FMSS doesn't maintain them.

----- Original Message -----

From: Sherry Stewart

Sent: 04/12/2012 10:30 AM EDT

To: Tina Harrison

Cc: Scott Fraser; Doretta Reaves

Subject: Sportsmen for Bristol Bay Event with Administrator on April 16, 2012

Good morning,

On Monday, April 16, 2012, we need the Green Room set up with 50 chairs around a long center table. Mics need to be dispersed through-out the room (at least 6). The meeting is from 11:30 - 12:30.

Sherry Stewart

Program Specialist

Office of Public Engagement

Office of External Affairs and Environmental Education

Office of the Administrator

U.S. Environmental Protection Agency

202-564-4303



Green Room
Request.docx